Report of the Assistant General Chairman of the 77th Anniversary American Numismatic Association Convention held in San Diego 20-24 August 1968.

The following general guide lines were furnished by the General Chairman:

1. Coordinate all activities; work with committee chairman and act as hotel liason whenever space is required for meetings.

2. Personally check each meeting room prior to scheduled event to see that it is properly set up, or have this done by a trustworthy assistant.

3. Forum chairman and Auction chairman are ANA appointed, but space must be made available to these chairmen.

The above are entirely adequate, however the following recommendations are made as a result of my experience during the 1968 convention.

1. The Assistant General Chairman must keep himself fully up to date on all aspects of planning for the convention in the event that the General Chairman is unable to continue with his duties.

2. Either the Assistant General Chairman or his assistant should be thoroughly conversant with the operation of Audio-Visual aids to be used.

3. The Assistant General Chairman must know not only the hotel employees on the superintendents level and their duties but he should acquaint himself with the workers who take care of the public rooms. He should know their names, responsibilities, working hours and where they usually can be found.

4. There should be at least a one hour interval between the end of one meeting and the start of the next scheduled to use the same space. This time is required for clean up and rearrangement of the space.

5. The number of committee men authorized to deal directly with hotel employees must be strictly limited to avoid confusion. For this reason the Assistant General Chairman or his assistant should check out meeting rooms assigned to the so-called"splinter" organizations as well as the ANA. All rooms should be checked out at least twenty minutes in advance of the scheduled meeting time.

6. When not otherwise occupied the Assistant General Chairman should remain in the vicinity of the Communications Center where he can easily be located. When he leaves he should inform the Communications Center of where he is going and the expected duration of his absence.

S.T. Edgerton, Jr
Assistant General Chairman